



## City of Saint Charles Employment Opportunity

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| <b>Job Title</b>                             | Community Service Project Specialist |
| <b>Department</b>                            | Police Department                    |
| <b>Posting Date</b>                          | February 16, 2010                    |
| <b>Closing Date for Resumes/Applications</b> | Open until Filled.                   |
| <b>Grade Level &amp; Starting Pay</b>        | Grade L, \$18.72 hourly              |
| <b>Exempt/Non-exempt</b>                     | Non-Exempt                           |
| <b>Status</b>                                | Full-time                            |

The City of Saint Charles is recruiting for Community Service Project Specialist to perform tasks and duties associated with crime analysis and police community services. This position reports to the Chief / Deputy Chief of Police.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The successful applicants will:

- Develop the capability to internally identify emergent crime patterns and series. Analyzes these tactical activities and contributes to intervention efforts.
- Develop the capability to internally measure and forecast long-term public safety related activity, as well as the capability to analyze this activity for the purpose of contributing to problem solving, intervention, and reduction efforts.
- Write, edit, design, layout and produce various reports, including Comp Stat and other reports.
- Act as liaison to, organize and schedule the St. Charles Citizens' Police Academies, Neighborhood Watch, Night Out, Scout Night and act as a liaison for various city sponsored events.
- Supervise Police volunteers.
- Coordinate and conduct programs and meetings in accordance with the Department's mission.
- Research, apply, and assist with the administration of grants that will enhance police community services.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree preferred accompanied with one to two years experience in public relations, communication, crime analyst or information or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Computer skills in Adobe Suite, Microsoft Suite, GIS software application and Pen Link desired. All applicants must have a valid driver's license.

### **Contact Information**

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm.

Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: [www.stcharlescitemo.gov](http://www.stcharlescitemo.gov)

*The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify*